Fort Griffin Special Utility District

1180 C.R. 109

Albany, TX 76430

FORT GRIFFIN SPECIAL UTILITY DISTRICT Board of Directors met Thursday, September 6, 2018, at the Prairie Star Catering Shack, 100 Ellison St., Albany, TX.

Board President Burrell McKelvain called the meeting to order at 12:35 p.m. Other Directors present included Sam Snyder, Ben Hale, John Adams, Jim Blancq, Robert Montgomery, and Ken Hill. General Manager Mark Gardenhire, Office Manager Betty Barrett, engineer Derek Turner, and Chris Nill of Communities Unlimited also attended the meeting.

Visitor Comments, limited to five minutes: None present

Approval of minutes: Following a review of the August 2, 2018, meeting minutes, Robert Montgomery made a motion to approve the minutes as read. Jim Blancq seconded the motion, and it carried.

Approval of expenditures and financial reports: 1.) Ken Hill questioned the high expenses for Pump Station #6. Mark explained that we have lost electricity a couple of times and it required some repairs be done. They had to go on by-pass and that caused the pumps to run more. 2.) Ben Hale asked about the payment to TCEQ for resolving a violation. Mark stated that due to the extremely high THM levels in three quarters TCEQ imposed a violation. Rather than go through the process of disputing the claim, TCEQ allowed us to pay the $202 as a settlement fee. It was more time and cost efficient to pay the fee. Following a review and discussion of the August 2, 2018, expenditures and financial reports, Sam Snyder made a motion to approve the expenditures and reports as submitted. Ken Hill seconded the motion, and it carried.

Discuss and take action, if necessary, regarding online pay service: For the benefit of the Directors not present at the last meeting, Office Administrator Betty Barrett gave an overview of the two online pay services’ representatives who presented facts and information relating to their companies. Of the two companies, Betty recommended contracting with PayStar rather than Heartland and beginning the process at the basic integration level rather than a partial or full integration. Following a discussion about the selection of the online pay programs, John Adams made a motion to approve Betty’s recommendation to contract with PayStar and begin at the basic integration level. Robert Montgomery seconded the motion, and it carried.

Update on RD Project: Engineer Derek Turner reported that property owners along the proposed raw waterline have reviewed the right-of-way easements and are having their attorneys do the same. Derek also stated that both property owners appear to be amenable to giving an easement and don’t expect a high monetary payment from FGSUD. An inspection of the barn at the treatment plant site is being done, and Derek is working on plans to upgrade it to satisfactory use for the plant building and water treatment equipment.

Discuss and take action, if necessary, regarding the State FY 2019 Drinking Water State Revolving Fund: Derek submitted FGSUD for funding with the Water Development Board, and following their evaluation, Derek received an invitation to apply for a $1.9 million loan. The deadline for submitting the necessary paperwork is October 5, 2018. Derek, Mark, and Betty will begin compiling the figures, answering a questionnaire, and preparing the resolution form and affidavits required. Derek stated that the total loan of $1.9 million does not have to be taken, and the Board may decide on the amount necessary for projected plans. Following a lengthy discussion, John Adams made a motion to approve Derek moving forward with the application for funding from the WDB. Robert Montgomery seconded the motion, and it carried.

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Discuss and take action, if necessary, regarding FGSUD FY 2018-2019 Proposed Budget: Chris Nill, Development Management Specialist with Communities Unlimited, was present to submit information from a water rate survey he has performed at no cost, thanks to their technical assistance agreement with USDA Rural Development. Communities Unlimited covers a seven-state region. For several weeks he has worked with Mark and Betty to gain financial and customer base information to compile water rate options and to assist in budget planning. Copies of his initial survey were distributed to Board members for further discussion. Following a review of the survey and proposed 2018/2019 Budget, a lengthy discussion was held. Sam Snyder made a motion to increase the monthly minimum rate by $4.50, which will be $47.00, and to adopt Option #2 with a four-step rate schedule (see attached), with the stipulation that the additional revenue from the rate increase be moved to an emergency reserve account. Robert Montgomery seconded the motion, and it carried. Following further budgetary discussion, John Adams made a motion to approve a 2% wage increase for employees. Ken Hill seconded the motion, and it carried. Robert Montgomery made a motion to approve the 2018/2019 Budget as submitted. Sam Snyder seconded the motion, and it carried. (See attached copy of Approved Budget.)

Manager’s Report: 1.) Mark reported that we have had some big leaks with high water loss and the guys have been doing a lot of flushing of lines. 2.) We’ve had some issues with the Throckmorton tower, but hopefully they have all been resolved. 3.) Steve Taggart passed his CDL written and driving tests, and Mark stated that it is our policy to increase an employee’s wages by $2 once they have gotten this license. 4.) TxDOT has given the okay to wait on the relocation of our waterline on Hwy 283, but it must be completed by November 1, 2018. 5.) As a TRWA Board member, Mark will be in Fort Worth attending a meeting of their Board September 17-20. Part of their current fundraising for political donations is called “Pass the Hat.” Any Board members wishing to donate to the cause may give up to $10, which goes to the TRWA PAC fund.

There being no further business, Robert Montgomery made a motion that the meeting adjourn. Ken Hill seconded the motion, and the motion carried. The meeting adjourned at 2:57 p.m.

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Burrell McKelvain, Certifying Official

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